



# TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE

P.O. Box 837 ~ Sells, Arizona 85634

Sells (520) 383-6540 ~ Fax: (520) 383-4676

San Xavier: (520) 295-2464 ~ Fax: (520) 295-2626

Website: www.tonation-nsn.gov



**PLEASE POST**

## HEALTH CENTERS Weekly Job Summary

November 13 - November 17, 2017

LOCATION: NATION WIDE						
HR 210	Department/Program/Division	Job Title		Opening Date	Closing Date	FY 2018 Salary (DOE)
<b>Sells Health Center - Sells, AZ</b>						
3003	Physical Therapy Department	Physical Therapist Assistant	CL	9/5/2017	Open Until Filled	\$17.42 - \$21.75
3002	Pathology & Medical Lab Program	Medical Laboratory Technician		9/5/2017	Open Until Filled	\$24.01 - \$29.99
3027	Optometry Department	Optometrist Clinical		12/19/2016	Open Until Filled	\$75,996 - \$94,909
3032	EMS	Paramedic		2/6/2017	Open Until Filled	\$19.71 - \$24.61
3004	Inpatient Nursing Services	Practical Nurse		10/31/2016	Open Until Filled	\$17.85 - \$22.30
3005	Inpatient Nursing Services	Practical Nurse		10/31/2016	Open Until Filled	\$17.85 - \$22.30
3015	Pharmacy	Pharmacy Technician		10/30/2017	Open Until Filled	\$19.71 - \$24.61
3021	Radiological Service Program	Diagnostic Radiologic Technologist (CT)		10/30/2017	Open Until Filled	\$26.50 - \$33.10
3023	Radiological Service Program	Diagnostic Radiologic Technologist (CT)		10/30/2017	Open Until Filled	\$26.50 - \$33.10
3026	Dental Department	Pediatric Dentist		10/30/2017	Open Until Filled	\$171,664 - \$214,385
3035	Nutrition and Dietetic Services	Cook		11/6/2017	Open Until Filled	\$19.71 - \$24.61
<b>San Simon Health Center - San Simon, AZ</b>						
3025	Radiological Service Program	Diagnostic Radiologic Technologist (CT)		9/5/2017	Open Until Filled	\$26.50 - \$33.10
3001	Ambulatory Care Services	Supervisory Clinical Nurse - Ambulatory		10/16/2017	Open Until Filled	\$81,840 - \$102,206
3006	Dental Department	Dental Assistant	CL	10/16/2017	Open Until Filled	\$14.30 - \$22.30
3044	Purchase Referred Care	Nurse Specialist (Case Manager) - <b>NEW</b>		11/13/2017	Open Until Filled	\$70,570 - \$88,132
<b>San Xavier Health Center - San Xavier, AZ</b>						
3011	Pharmacy	Pharmacy Technician		10/30/2017	Open Until Filled	\$19.71 - \$24.61
3043	Dental Department	Dental Assistant - <b>NEW</b>	CL	11/13/2017	Open Until Filled	\$14.30 - \$22.30
<b>Santa Rosa Health Care - Santa Rosa, AZ</b>						
3008	Outpatient Services	Medical Assistant		10/16/2017	Open Until Filled	\$15.78 - \$19.71

### POSITIONS OPEN CONTINUOUS

LOCATION	POSITION (S)	CLOSING DATE
Sells, San Xavier	Clinical Nurse (Emergency Care) (Ambulatory Care)	Open Continuous
Sells	Medical Officer (Emergency)	Open Continuous
Sells, San Xavier	Medical Instrument Technician	Open Continuous
Sells	Medical Officer Administrator (Clinical Director)	Open Continuous
Sells	Nurse Specialist (Case Management)	Open Continuous
Sells	Supervisory Optometrist	Open Continuous
Sells	Medical Laboratory Technician	Open Continuous
Sells	Behavioral Medicine Therapist	Open Continuous
Sells	Social Worker	Open Continuous
Sells	Medical Instrument Technician (Ultrasound)	Open Continuous
Sells	Physician Assistant	Open Continuous

**Open Continuous:** The closing date for any open continuous examination may be set at any time.

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** You must be in your current position for six (6) months prior to applying for another job opening. (Section III. H. h.) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position(s).

**Clerical Testing (CR):** Clerical testing is reserved for Monday-Friday 8:30 a.m. to 10:30 a.m. and 1:30 p.m. to 2:30 p.m. (Except on Orientation Fridays). If applying for a position that requires clerical testing, please contact Human Resources at (520) 383-6540 to schedule an appointment.

**Career Ladder (CL):** Positions that include career ladder opportunities, are identified as "CL" after the job title. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the career ladder until full level is met.

Clerical test results must be submitted with your application packet to be considered "complete."

## APPLYING FOR POSITIONS

**HOW TO APPLY:** Submit the following on or before the closing date: 1) a signed and completed Tohono O'odham Nation employment application, 2) a signed and completed Authorization to Release Information document, 3) signed and completed Background/MVR Investigations document, 4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) or a copy of Tribal Enrollment Card, 5) resume, 6) high school diploma, transcript of college courses, 7) may require copy of a valid driver's license and 39-month motor vehicle record. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to 1) enrolled members of the Tohono O'odham Nation, 2) enrolled members of other Nations, 3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**Immunization Requirement:** Must have a current immunization statement to include, proof of a non-reactive tuberculosis skin test within the last year, proof of immunity for hepatitis B (Documentation of immunization does not prove immunity, only a titer with a positive result is proof), within three months of hire.



# TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

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**3044**  
**NEW**

## JOB ANNOUNCEMENT

**JOB TITLE:** Nurse Specialist (Case Management)  
**SALARY:** \$70,570 - \$88,132 PER ANNUM, DOE PLUS BENEFITS

**OPENING DATE:** November 13, 2017

**CLOSING DATE:** Open Until Filled

**NOTE:** To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Exempt

**DEPARTMENT:** TONHC/Purchase Referred Care

**JOB LOCATION:** San Simon, AZ  
Santa Rosa, AZ

**POSITION SUMMARY:** The Nurse Specialist (case Management), also known as Nurse case Manager (NCM), provides outpatient case management and self-management education to persons with chronic disease and/or special healthcare needs. Other duties include assisting with the planning and implementation of community based prevention and education activities.

The NCM serves a vital role within the primary care team. Knowledge of the community served, understanding the obstacles to care that our patients face, and the ability to be flexible and resourceful are key attributes needed to navigate the ever-changing healthcare system. Additionally, the NCM often assists in addressing/resolving social issues of the patients/families served. Many times NCM services are provided for an entire family as a relationship of trust develops, and people become more likely to return for additional assistance when needed.

**SCOPE OF WORK:** This position is located within Tohono O'odham Nation Health Care (TONHC), and serves in the ambulatory care setting. It may be organizationally located in Tohono O'odham Nation Sells Hospital or in any TONHC health center. The Nurse case Manager (NCM) works under the general supervision of the Clinical Director, who provides administrative supervision. Incumbent functions with considerable independence in coordinating with care teams and performing case management duties.

### MINIMUM QUALIFICATIONS:

- Unrestricted License as a Registered Nurse.
- At least two years clinical experience as a registered nurse.

—AND—

- Must obtain certification in Basic Life Support within one year of hire.
- Unrestricted License as a Registered Nurse.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**



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3043

NEW

## JOB ANNOUNCEMENT

**JOB TITLE:** Dental Assistant

**SALARY:** \$14.30 - \$22.30 PER HOUR, DOE PLUS BENEFITS

**OPENING DATE:** November 13, 2017

**CLOSING DATE:** Open Until Filled

**NOTE:** To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **\*This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full level is met.**

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Non-Exempt

**DEPARTMENT:** TON HC/Dental Department

**JOB LOCATION:** San Xavier, AZ

**POSITION SUMMARY:** Receive and prepare patients for dental treatment; prepare materials and equipment for use by dentist and to assist dentist at chairside in the treatment of patients.

**SCOPE OF WORK:** This position is located within the Tohono O'odham Nation Sells Hospital. The position may be organizationally located and duty stationed at any one of the Hospital facilities located in Sells, Arizona, Santa Rosa, Arizona, San Simon, Arizona, or Tucson, Arizona. Assignments are provided by the Dentist and completed work is reviewed in detail for accuracy and adherence to instructions and procedures.

### MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Dental Assistant certificate.
- Expanded functions restorative certificate.
- Four years of experience as a dental assistant.
- Radiology Certificate.

—AND—

- Must maintain a Dental Assistant with expanded functions certificate.
- Upon recommendation for hire a criminal background and National FBI check is required to determine suitability for hire.
- Must possess and maintain a valid Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with employment application.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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